

**City of Sunnyvale  
Program Performance Budget**

**Program 740 - Procurement Management**

**Program Outcome Statement**

Purchase, or facilitate the purchase of goods and services of appropriate quality at the best possible price to support City operations.

<b><u>Program Outcome Measures</u></b>	<b><u>Weight</u></b>	<b><u>FY2002/2003 Adopted</u></b>	<b><u>FY2003/2004 Recommended</u></b>
* Formal bid procurement cycle time is equal to the average of the previous three years. - Days	5	50.00	50.00
* Informal bid procurement cycle time is equal to the average of the previous three years. - Days	5	13.00	13.00
* Public Works projects procurement cycle time is equal to the average of the previous three years. - Days	5	90.00	90.00
* Annual cost savings directly attributed to purchasing staff is equal to the previous three years. - Cost Savings	4	\$1,075,869.00	\$1,075,869.00
* Supplier payments are accurate 95% of the time. - Percent	4	95.00%	95.00%
* Supplier payments are made within City standard payment terms 90% of the time. - Percent	3	90.00%	90.00%
* Purchases and payments are made in compliance with all applicable laws and regulations. - Percent	5	99.90%	99.90%
* An overall internal customer satisfaction rating of 85% is achieved. - Percent	4	85.00%	85.00%
* The Budget/Cost Ratio (planned cost divided by actual cost) is at 1.0. - Ratio	5	1.00	1.00

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**Service Delivery Plan 74001 - Citywide Procurement of Goods & Services**

Conduct procurement processes in support of all City Operations.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* Procurement cycle is equal to the average of the previous three (3) years for formal purchases. - Days	50.00	50.00
* Procurement cycle is equal to the average of the previous three (3) years for informal purchases. - Days	13.00	13.00
* Procurement cycle is equal to the average of the previous three (3) years for City construction projects. - Days	90.00	90.00

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Activity 740000 - Formal Purchases</b>				
Product: A Contract Issued				
FY 2002/2003 Adopted	\$106,109.83	100.00	1,660.00	\$1,061.10
FY 2003/2004 Recommended	\$114,397.34	100.00	1,660.00	\$1,143.97
<b>Activity 740001 - Informal Purchases</b>				
Product: A Contract Issued				
FY 2002/2003 Adopted	\$185,763.65	1,700.00	2,850.00	\$109.27
FY 2003/2004 Recommended	\$200,413.12	1,700.00	2,850.00	\$117.89
<b>Activity 740002 - City Construction Projects</b>				
Product: A Contract Issued				
FY 2002/2003 Adopted	\$96,482.39	40.00	1,500.00	\$2,412.06
FY 2003/2004 Recommended	\$103,987.88	40.00	1,500.00	\$2,599.70
<b>Totals for Service Delivery Plan 74001:</b>	<u><b>Costs</b></u>		<u><b>Work Hours</b></u>	
FY 2002/2003 Adopted	<b>\$388,355.87</b>		<b>6,010.00</b>	
FY 2003/2004 Recommended	<b>\$418,798.34</b>		<b>6,010.00</b>	

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**Service Delivery Plan 74002 - Payment of Supplier Invoices**

Conduct payment processes in support of all City Operations.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* Cost of a P-card transaction equals 75% of the cost of an invoice transaction. - Percent	75.00%	75.00%
* The percentage of checks issued error free is within a 10% variance of the prior three (3) year average. - Percent	98.07%	98.07%
* 1099's are issued by January 31 and the IRS copy is submitted by March 31. - Percent	100.00%	100.00%
* Quarterly sales and use tax are reports are timely submitted 100% of the time. - Percent	100.00%	100.00%
* EDD independent contractor reports are timely submitted 100% of the time. - Percent	100.00%	100.00%

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Activity 740003 - Purchasing Card Administration</b>				
Product: A Transaction Processed				
FY 2002/2003 Adopted	\$60,228.53	4,000.00	900.00	\$15.06
FY 2003/2004 Recommended	\$64,730.50	4,000.00	900.00	\$16.18
<b>Activity 740007 - Payments</b>				
Product: A Payment Vouched				
FY 2002/2003 Adopted	\$211,564.68	45,000.00	3,960.00	\$4.70
FY 2003/2004 Recommended	\$228,215.68	45,000.00	3,960.00	\$5.07
<b>Activity 740008 - Purchasing Card Transactions</b>				
Product: A Transaction Processed				
FY 2002/2003 Adopted	\$12,945.11	0.00	200.00	\$0.00
FY 2003/2004 Recommended	\$13,965.98	0.00	200.00	\$0.00
<b>Activity 740009 - Reports Generated - 1099's</b>				
Product: A Report Issued				
FY 2002/2003 Adopted	\$17,385.53	300.00	270.00	\$57.95
FY 2003/2004 Recommended	\$18,744.05	300.00	270.00	\$62.48
<b>Activity 740010 - Reports Generated</b>				
Product: A Report Issued				
FY 2002/2003 Adopted	\$27,696.46	50.00	430.00	\$553.93
FY 2003/2004 Recommended	\$29,861.81	50.00	430.00	\$597.24
<b>Activity 740026 - Travel Documentation Processing</b>				
Product: A Travel Expense Report				
FY 2002/2003 Adopted	\$12,218.86	800.00	200.00	\$15.27
FY 2003/2004 Recommended	\$13,182.49	800.00	200.00	\$16.48

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**Totals for Service Delivery Plan 74002:**

	<u><b>Costs</b></u>	<u><b>Work Hours</b></u>
<b>FY 2002/2003 Adopted</b>	<b>\$342,039.17</b>	<b>5,960.00</b>
<b>FY 2003/2004 Recommended</b>	<b>\$368,700.51</b>	<b>5,960.00</b>

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**Service Delivery Plan 74003 - Procurement Systems Operation & Support**

Perform computer systems support for procurement operations.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* Support hours per contract is equal to previous three (3) year average. - Hours	0.80	0.70
* Bids are advertised in compliance with municipal code 100% of the time. - Percent	100.00%	100.00%
* Intranet Purchasing Procedure Manual is updated within 30 days of each change 95% of the time. - Percent	95.00%	95.00%

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Activity 740014 - Systems Support - P/O Contract Issuance</b>				
Product: A Work Hour				
FY 2002/2003 Adopted	\$102,511.71	1,420.00	1,420.00	\$72.19
FY 2003/2004 Recommended	\$110,441.72	1,420.00	1,420.00	\$77.78
<b>Activity 740015 - Systems Support - Internet Related Activities</b>				
Product: A Bid Solicitation Advertised				
FY 2002/2003 Adopted	\$14,146.66	300.00	200.00	\$47.16
FY 2003/2004 Recommended	\$15,262.28	300.00	200.00	\$50.87
<b>Activity 740016 - Systems Support - Miscellaneous Activities</b>				
Product: A Work Hour				
FY 2002/2003 Adopted	\$3,536.66	50.00	50.00	\$70.73
FY 2003/2004 Recommended	\$3,815.58	50.00	50.00	\$76.31
<b>Totals for Service Delivery Plan 74003:</b>	<u><b>Costs</b></u>		<u><b>Work Hours</b></u>	
<b>FY 2002/2003 Adopted</b>	<b>\$120,195.03</b>		<b>1,670.00</b>	
<b>FY 2003/2004 Recommended</b>	<b>\$129,519.58</b>		<b>1,670.00</b>	



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**Service Delivery Plan 74004 - Central Warehousing**

Stocking and distributing supplies of common usage and disposing of surplus property.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* The ratio of revenue generated to program costs is within a 10% variance of the prior three (3) year average. - Ratio	11.20	11.20
* Scrap items are recycled, if appropriate, 100% of the time. - Percent	100.00%	100.00%
* Stock turnover rate is within a 10% variance of the prior three (3) year average. - Percent	345.00%	345.00%
* Stock outage rate is within a 10% variance of the prior three (3) year average. - Percent	1.14%	1.14%
* End user is notified within one working day that shipment has been received 95% of the time. - Percent	95.00%	95.00%

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Activity 740017 - Disposal of Surplus - Items Sold</b>				
Product: A Surplus Item - Sold				
FY 2002/2003 Adopted	\$16,840.24	1,400.00	120.00	\$12.03
FY 2003/2004 Recommended	\$17,500.35	1,400.00	120.00	\$12.50
<b>Activity 740018 - Disposal of Surplus - Items Scrapped</b>				
Product: A Surplus Item Scrapped				
FY 2002/2003 Adopted	\$5,492.23	1,400.00	100.00	\$3.92
FY 2003/2004 Recommended	\$5,924.14	1,400.00	100.00	\$4.23
<b>Activity 740019 - Inventory Management</b>				
Product: A Work Hour				
FY 2002/2003 Adopted	\$160,537.71	2,665.00	2,665.00	\$60.24
FY 2003/2004 Recommended	\$172,630.61	2,665.00	2,665.00	\$64.78
<b>Activity 740020 - Stock Issuance</b>				
Product: An Item Issued				
FY 2002/2003 Adopted	\$97,488.02	28,000.00	1,750.00	\$3.48
FY 2003/2004 Recommended	\$105,158.72	28,000.00	1,750.00	\$3.76
<b>Activity 740021 - Centralized Receiving</b>				
Product: A Shipment Received				
FY 2002/2003 Adopted	\$27,919.14	3,300.00	500.00	\$8.46
FY 2003/2004 Recommended	\$30,116.08	3,300.00	500.00	\$9.13
<b>Totals for Service Delivery Plan 74004:</b>	<u><b>Costs</b></u>		<u><b>Work Hours</b></u>	
<b>FY 2002/2003 Adopted</b>	<b>\$308,277.34</b>		<b>5,135.00</b>	
<b>FY 2003/2004 Recommended</b>	<b>\$331,329.90</b>		<b>5,135.00</b>	

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**Service Delivery Plan 74005 - Provide Management and Administrative Services**

Provide management and administrative services in support of program activities.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* Overall customer satisfaction rating of 85% is achieved. - Percent	85.00%	85.00%
* 80% of non-routines are completed within initial plan. - Percent	80.00%	80.00%
* Employees attend a minimum of one 8-hour training session per year as identified in employee's work plan. - Percent	90.00	90.00

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Activity 740022 - Administration</b>				
Product: A Work Hour				
FY 2002/2003 Adopted	\$93,110.56	1,150.00	1,150.00	\$80.97
FY 2003/2004 Recommended	\$97,976.15	1,150.00	1,150.00	\$85.20
<b>Activity 740023 - Consulting Services</b>				
Product: A Work Hour				
FY 2002/2003 Adopted	\$62,507.03	900.00	900.00	\$69.45
FY 2003/2004 Recommended	\$67,064.81	900.00	900.00	\$74.52
<b>Activity 740024 - Special Projects</b>				
Product: A Work Hour				
FY 2002/2003 Adopted	\$42,240.51	500.00	500.00	\$84.48
FY 2003/2004 Recommended	\$44,333.01	500.00	500.00	\$88.67
<b>Activity 740025 - Training</b>				
Product: A Training Hour				
FY 2002/2003 Adopted	\$67,986.48	950.00	950.00	\$71.56
FY 2003/2004 Recommended	\$72,685.29	950.00	950.00	\$76.51
<b>Totals for Service Delivery Plan 74005:</b>				
	<u>Costs</u>		<u>Work Hours</u>	
FY 2002/2003 Adopted	\$265,844.58		3,500.00	
FY 2003/2004 Recommended	\$282,059.26		3,500.00	

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Totals for Program 740:</b>				
FY 2002/2003 Adopted	\$1,424,711.99		22,275.00	
FY 2003/2004 Recommended	\$1,530,407.59		22,275.00	